

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION
COMMISSION OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on Wednesday, November 12, 2008, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Assistant Town Manager: Janet Perry
Community Development Director: Sherry Bailey

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER –Chairperson Zanolli called the meeting to order at 5:33 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT – None

AGENDA ITEM: MINUTES-Discussion and consideration of minutes of the Regular Meeting held on October 8th, 2008.

Commissioner Radoccia motioned to approve the Regular Meeting minutes for October 8th, 2008, as written. Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON'S REPORT – None.

STAFF REPORT – Parks and Recreation Supervisor Norman informed the Commission that a safe walk to school was organized last month by the Police and Public Works Departments encouraging students to walk to school in recognition of National Walk to School Day. A group of students met at Town park for those residing outside walking limits and were escorted to the school by the police, fire, and public works departments.

Parks and Recreation Supervisor Norman presented the Commissioners with a Walkability Survey and a Bikability Survey. She explained that Public Works is asking for residents to fill out the surveys and turn them in as soon as possible. She stated that Public Works has applied for an

infrastructure grant which requires the community's involvement. She asked the commissioners to please encourage neighbors and friends to complete the surveys and get them returned as soon as possible.

FINANCE REPORT – Parks and Recreation Supervisor Norman stated that the finance reports were up to date. She reviewed the reports with the commissioners and informed the Summer Concerts line item would be adjusted and increased \$650. She said that this was due to the two concert cancellations. She explained that because the two checks were voided finance was waiting on direction from the software supplier on the correct process on how to handle the adjustment in the new system.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION - Discussion of the 2008 Halloween on Main Street Event.

Parks and Recreation Supervisor Norman reported that there was a slight increase of trick-or-treaters from last year. 1,354 versus 1,286 from 2007.

She stated that the pre-event and debrief meetings were very productive and made a big difference in the outcome of the event. She informed that at the debrief meeting suggestions were made to: add the time to all signs, encourage the residents participating to follow the 7 p.m. end time, keep road blocks up longer to allow the trick-or-treaters to get to their vehicles, and make announcements throughout the evening informing of time.

Parks and Recreation Supervisor Norman stated that the comments received were all positive and that the residents reporting supported the time change of 7 p.m. and the changes implemented.

Commissioner Burroughs stated that the event should be lengthened to 8 p.m. again because there were a lot of trick-or-treaters still out after 7 p.m. There was open discussion on why the event had been altered to end at 7 p.m. versus the 8 p.m. end time. Parks and Recreation Supervisor Norman stated that extending the event back to 8 p.m. would contradict all of the hard work and progress that the Commission had made and would encourage trick-or-treaters to continue to come after 7 p.m. Commissioner Bezdek agreed and stated that the Mayor and Council requested that the Commission work on the event to resolve concerns brought forward and by making the change would put the town right back to where it started. Parks and Recreation Supervisor Norman pointed out that this event was on a Friday night and that the majority involved felt that the implementations and focus on safety did impact the event regardless of the event falling on Friday. She stated that the town would face this again next year with the event falling on Saturday and that consistency and persistence was the key to the changes that the Council and Commissioners were trying to achieve. She continued as long as the town and the residents continue with the changes implemented this year the positive effects will increase each year.

There was open discussion on changing the costume contest to 5 p.m. Commissioner Radoccia commented that this would be difficult for working parents to be there at this time. Parks and Recreation Supervisor Norman remarked that she was very surprised to see how many people were at the park before 5 p.m. waiting for the contest to begin. She continued that the time change would have to be reviewed before next year's event.

There was open discussion on all of the positive comments received by the Commissioners and Town staff from upper Clarkdale residents.

Chairperson Zanolli motioned to move Agenda Item 8. Work session to discuss the General Plan Update before Agenda Item 6. Work session to discuss the Holiday Festivity with Santa event on the agenda. Commissioner Radoccia seconded the motion. The motion passed unanimously.

AGENDA ITEM: WORKSESSION – A work session to discuss the General Plan Update Process and the role of Parks and Recreation.

Community Development Director Sherry Bailey updated the Commission on the current status of the Focus Groups. She explained that after reviewing the work done by both past and current Parks and Recreation Commissions and Parks and Recreation staff that good groundwork is in place for finalizing a Parks and Recreation Master Plan. Working in concert with the General Plan process would be a very timely and beneficial way to approach a Parks and Recreation Master Plan process.

Community Development Director Sherry Bailey stated that the Open Space element in the General Plan contained policy for direction and guidance whereas the Parks and Recreation Master plan should provide more specifics. She continued that the work already done by the commission and staff was at the point where Parks and Recreation needed to be working on their master plan and developing the final plan that the Commission, staff, and Council could use.

Community Development Director Bailey reported that two of the Commissioners were signed up for the open space element and offered a proposal to the Commissioners to have those two Commissioners act as liaisons to the Commission through the process. She stated that, along with Assistant Town Manager Janet Perry and Parks and Recreation Supervisor Dawn Norman, they would combine the existing Master Plan documents into one, provide the document additional form and work with Commission to move forward so the document could be completed about the same time the focus groups completed their projects.

Commissioner Radoccia presented the question if this would necessitate a lot of work for the two commission members participating on the open space element. Community Development Director Bailey stated that this process will necessitate a lot of work on everyone's part, but the majority of the process could be done by email.

Community Development Director Bailey proposed the Commission to start the process with a mini-charette. She continued that in this process the Commission would split into groups and tackle the project from a design point of view providing groundwork for a broader picture. Community Development Director Bailey suggested scheduling the mini-charette for the January Parks and Recreation regular meeting. She continued that each monthly meeting thereafter would be primarily dedicated to working on the Master Plan. The initial mini-charette is estimated to last at least 3 hours. Parks and Recreation Supervisor Norman stated that the January meeting could be dedicated to the mini-charette only and the Commissioners agreed that no other agenda items would be included. Community Development Director Sherry Bailey continued that in the following months the Commission would use the mini-charette experience to further their work on drafts of the master plan.

Commission Dehnert posed the question of whether this process was putting the cart before the horse. Community Development Director Sherry Bailey acknowledged that Parks and Recreation had done a lot of the work and that with both projects, the open space element and the Master plan, being worked on at the same time would allow for both of the projects to be completed and taken through the required processes simultaneously, including public input. She continued that the elements in the Parks and Recreation Master Plan drafts already entail information from the General Plan Open Space element and that it was very important that the Parks and Recreation Master Plan be incorporated into the land use element. Community Development Director Bailey expressed that she felt that the standards developed by Parks and Recreation were very good basic building blocks to build off of but needed more specifics. She continued that the Parks and Recreation Master Plan could then be incorporated into the open space and land use elements parallel with one another.

There was open discussion on the timeline of each project, the Focus Group Elements, the Parks and Recreation Master Plan and the General Plan update. Community Development Director Sherry Bailey informed that the focus groups should be completed sometime in March, from there the work completed by each focus group would then be put into a draft document which would take approximately an additional 3 months resulting with the draft of each chapter/element going to each of the focus groups for review sometime in June.

There was open discussion on the mini-charette scheduled for the January meeting and if there was anything that the commissioners needed to do to prepare prior to the meeting. Assistant Town Manager shared that she had participated in a mini-charette and that in order to have a productive experience they should enter the charette prepared with being familiar with the existing Parks and Recreation documents and ready to think outside the box. Community Development Director Sherry Bailey added that it was not just parks, but also trails, circulation, programs, etc. that they were going to be tasked to think about and that there would be some hurdles for the Commission to address.

Commissioner Burroughs asked if the Commissioners were constrained to open meeting laws during this process, for example email communications. Community Development Director Sherry Bailey informed that they were required to follow the open meeting laws and that each Commissioner would have to share the information with Parks and Recreation Supervisor Norman who then would process the information accordingly.

There was open discussion on holding the January meeting in the Community Development building open area. Parks and Recreation Supervisor Norman stated that she would include the location change in January's agenda.

AGENDA ITEM: WORKSESSION – A work session to discuss the Holiday Festivity with Santa event.

Parks and Recreation Supervisor Norman opened the discussion with an overview of the schedule of events. She expressed her thanks to Chairperson Zanolli and her husband for the donated Christmas tree. She continued that Parks and Recreation now has an additional artificial tree to use which could be set up in the Men's Lounge to display the children's hand-made ornaments which then could be relocated to the auditorium during Made in Clarkdale.

Parks and Recreation Supervisor Norman addressed the need for additional volunteers..

AGENDA ITEM: WORKSESSION – A work session to discuss the 2nd Annual 2008 New Year's Eve event.

Parks and Recreation Supervisor Norman provided an update of the current entertainment scheduled for the evening along with possible performers that have not yet confirmed. She stated that additional updates will be included in the Parks and Recreation weekly report.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Review of Strategic Plan Drafts

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 6:31 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Parks and Recreation Supervisor